

**Office of Executive Inspector General
Division of Investigations
Position Description
Deputy Inspector General - Investigations**

Posting Date: April 8, 2014
Posting Close Date: Open until filled
Salary Range: \$4,167.00 to \$7,917.00 monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG) and under direction of the First Deputy Inspector General and Chief of Staff and Director of Ethics Training and Compliance, serves as Deputy Inspector General - Investigations. The incumbent is responsible for complete oversight of attorneys, supervisors, investigators, paralegals, and administrative assistants assigned to investigations. Responsible for ensuring that investigative and legal subordinates conduct high-quality, timely and thorough investigations and that administrative staff complete assignments as required. Ensures that investigative and legal reports are well-written, accurate, concise, thorough, timely, and of publishable quality. Leads, plans, controls, organizes, directs, guides, mentors, motivates and coaches attorneys and investigators to drive optimal productivity, consistency, timeliness, accuracy, and appropriate prioritization of assignments. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Responsible for the development of sound investigative plans and sets priorities as required on all assigned investigations. Conducts regular team and individual meetings with staff to provide open communications of agency directives and objectives.
2. Manages all activities of the investigators and attorneys to assess strategy and ensure proper application of policies and procedures, state and federal laws, statutes, and rules for all investigations.
3. Reviews, edits, and approves operational and metric reports, including but not limited to monthly overaged reports, investigative status reports and case logs of assigned and completed investigations, which measure progress of goals and objectives.
4. Responsible for ensuring, independently and through supervisory staff, timely, efficient and effective investigations; ensures investigations are conducted in a timely, thorough, and complete manner. Conducts and/or assists staff with the interviews of subjects, targets, witnesses, and various other parties regarding information verification and/or corroboration, as required.
5. Reviews and edits final summary reports prepared by attorneys and ensures that reports are objective, timely, and sound in legal judgment based on investigative findings.
6. Keeps current on agency and state policies, rules, regulations, laws, and statutes. Responsible for and assists with mandatory external data reporting.
7. Responsible for optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments. Oversees the activities of subordinates to ensure a singular commitment to the goals and objectives of the Office of Executive Inspector General.
8. Assigns work, establishes individual and program objectives; reallocates resources to maintain optimal operational efficiency; evaluates the progress of staff development, encouraging development via on-the-job cross training, seminars, and other professional learning experiences.

9. Collaborates with senior management in the development, implementation, and review of investigative and legal policies and strategies, guidelines, and best practices and in the design, implementation, and management of quality assurance standards as required.
10. Conducts and participates in investigative interviews when appropriate.
11. Interacts with staff and other agencies, boards, and commissions under the jurisdiction of the Governor, Lt. Governor, investigative entities within each agency, auditors, the Office of the Attorney General, the Executive Ethics Commission, and various law enforcement agencies in order to ensure professional cooperation and investigative efforts.
12. Evaluates the progress and ensures development of subordinate staff through training, guidance, and mentoring. Ensures timely compliance of all personnel policy matters, including but not limited to time sheets, attendance records, training initiatives, and professional development.
13. Prepares performance evaluations of subordinates and provides feedback on performance. In consultation with the Director of Human Resources, establishes and implements corrective action plans and imposes discipline as necessary.

ADDITIONAL RESPONSIBILITIES:

1. May serve as backup for senior management as required.
2. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: First Deputy Inspector General and Chief of Staff and Director of Ethics Training and Compliance

SUBORDINATE POSITIONS: Supervising Investigator, Assistant Inspectors General, Investigators, Paralegals and Administrative Assistants

MINIMUM REQUIREMENTS:

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- minimum of five years of experience as an attorney, including experience addressing ethical, criminal, or employment issues or equivalent experience;
- minimum of four years of prior progressive supervisory experience is desirable;
- ability to effectively lead, coach, and develop an investigative team toward achieving results is desirable;
- excellent interpersonal, analytical, research, writing, organizational, presentation, and communication skills;
- demonstrated ability to manage multiple concurrent projects;
- high ethical standards and ability to work with sensitive and confidential materials;
- ability to exercise independent judgment and make sound business and legal decisions effectively;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- ability to handle and resolve ambiguous situations and issues;
- flexibility to work independently as well as in a team environment; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and internet applications.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 West Washington Street.

HOW TO APPLY:

(The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.